

## **JOB DESCRIPTION – Grant and Development Administrator**

**REPORTS TO:** Executive Director

**SUMMARY:** The Grant and Development Administrator is responsible for developing grant funding resources, implementing fundraising efforts, marketing KNHS, and maintaining records and reports of grants and contributions.

### **MAJOR RESPONSIBILITIES AND RELATED TASKS**

#### **Grants:**

- Draft grant applications.
- Determine deadlines and application periods for grant, renewals, and annually applied for funding opportunities.
- Develop and implement compliance procedures for each grant or restricted funding received.
- Develop and implement reporting procedures for each grant or restricted funding received.
- Maintain current and past grant and funding documents.
- Research and find opportunities for further grant funding.

#### **Contributions:**

- Create and maintain contributions database.
- Assist Executive Director in implementing fundraising efforts.
- Maintain current and past contribution and fundraising files.
- Assist in identifying potential resources.

#### **Marketing:**

- Assist in design and drafting of marketing materials.
- Create quarterly newsletter and oversee distribution.
- Assist in drafting of necessary application, press releases and miscellaneous written materials.
- Consider and advise on web development.

| Requirements                  | Essential  | Desirable   |
|-------------------------------|--|---|
| QUALIFICATIONS AND EXPERIENCE | <ul style="list-style-type: none"><li>• At least one year's experience of working in an office environment.</li><li>• Experience of working in a customer service role.</li><li>• Experience of research and report writing.</li><li>• Experience of working to targets and deadlines.</li></ul> | <ul style="list-style-type: none"><li>• Experience of fundraising.</li><li>• Awareness of different fundraising streams.</li><li>• Experience of working with volunteers.</li></ul> |

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| KEY SKILLS AND COMPETENCIES | <ul style="list-style-type: none"> <li>• Excellent written communication skills.</li> <li>• Excellent interpersonal skills and ability to relate to people at all levels internally and externally</li> <li>• Excellent standard of IT including Microsoft Office and databases.</li> <li>• Ability to plan, balance and manage competing priorities.</li> <li>• Commitment to accuracy and attention to detail.</li> </ul> | <ul style="list-style-type: none"> <li>• An understanding of neighborhood revitalization and homeownership issues for low to moderate income populations.</li> <li>• Ability to use design software.</li> </ul> |
| PERSONAL ATTRIBUTES         | <ul style="list-style-type: none"> <li>• A creative and proactive approach to all areas of work with a 'can do' attitude, in line with the nonprofit's values</li> <li>• Strong team working orientation with a flexible and adaptable approach to work demands across the whole organization.</li> </ul>   |   |

**TO APPLY:** Email resume and cover letter to Matt Lager (matt@knhs.org)